

MONROE COUNTY

JOB DESCRIPTION

Position Title: PARALEGAL – Administrative Liaison		Date: 7/28/04
Position Level: 9	FLSA Status: EXEMPT	Class Code: 9-21

GENERAL DESCRIPTION

Primary function is to provide paralegal support services to BOCC, staff attorneys, and/or to designated departments.

KEY RESPONSIBILITIES

- *1. Responsible for the preparation, organization and final disposition of BOCC Agenda items.
- *2. Responsible for placing County Attorney's office items on the BOCC agenda.
- *3. Responsible arranging meeting with staff attorneys to discuss agenda items prior to Division Director's meeting.
- *4. Independently prepares legal documents requiring attorney approval.
- *5. Assist litigation paralegal and staff attorneys in preparation of documents for consideration by BOCC.
- *6. Independently composes and types necessary correspondence for signature.
- *7. Takes dictation and transcribes legal documents, letters and memos.
- *8. Prepares, submits for to County Attorney for approval, and maintains an office procedures manual specific to the tasks and functions performed by each staff member, insures manual is routinely reviewed, and is updated as necessary.
- *9. Assist Risk Manager/Contract Monitor with review of contracts brought before BOCC for consideration.
- 10. Serves as alternate in Executive Assistant, Staff Assistant, and/or other Paralegal's absence.
- 11. Maintains designated attorney's calendars, schedules appointments.
- 12. Performs other duties as assigned.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	High School diploma or GED plus 1 year business college. Paralegal degree or certification preferred.
<i>Experience:</i>	5 to 7 years as a legal secretary; paralegal degree or certification and/or 1-2 years experience may be substituted.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned departments, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____